



Senior Management Succession Plan



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Purpose

To ensure the chief responsibilities of the Commissioner of the Westchester County Department of Parks, Recreation and Conservation continue in the event of an absence (vacation, illness, conference etc.).

In the event of an absence, the position's chief responsibilities of directing the planning, development and operations of the County's parks, recreational, historical preservation and conservation activities to ensure proper utilization of natural resources and providing recreational activities and facilities will be carried out in the following order:

1. The First Deputy Commissioner of Parks Recreation and Conservation acts for and in place of the Commissioner at the request of the Commissioner or in the Commissioner's absence with full authority to commit the department.



2. The Deputy Commissioner of Parks Recreation and Conservation acts for the Commissioner - Parks, Recreation and Conservation, and First Deputy Commissioner of Parks Recreation and Conservation in the absence of both and represents them in an official capacity, as required, on all departmental matters and at local, state, and professional meetings.



3. The Assistant Director of Division (PRC) acts for the Commissioner of Parks Recreation and Conservation, the First Deputy Commissioner of Parks Recreation and Conservation and the Deputy Commissioner of Parks Recreation and Conservation in the absence of all three and assumes departmental responsibility.

Approved by:

Kathleen M. O'Connor
Commissioner – Parks, Recreation & Conservation

Signature:

A handwritten signature in blue ink, appearing to read "Kathleen M. O'Connor", written over a horizontal line.

Date:

A handwritten date in blue ink, "10/13/23", written over a horizontal line.